



City of Milpitas

Part-Time/Temporary

We invite applications for the position of:

Clerical/Recreation Leader IV

Hourly Rate:	\$10.77 - \$13.92/hr.
Post Date:	February 9, 2016
Close Date:	Until Filled
Location:	Barbara Lee Senior Center

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of professionals as diverse as the city we support. We are proud to have a mixture of employees and foster an environment that honors those differences. We believe in supporting our employee's ability and desire to grow to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas Recreation Services seeks enthusiastic individuals for part time Clerical / Recreation Leader IVs for Recreation Programs at the Barbara Lee Senior Center. Must be able to work flexible hours between 8:30am – 4:30pm, Monday through Friday; 20 - 25 hours/week and limited to 999 hours in a fiscal year (July 1-June 30). Will be required to work nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

What You Will Do

Under direct supervision of a Recreation Services Supervisor, Clerical / Recreation Leader IVs will:

- Answer phone and email inquiries
- Assist with filing and various office related projects
- Assist with light cleaning,
- Have knowledge of ActiveNet Software for registration and memberships
- Assist with facility and park rentals, assist with customer inquiries and concerns and assist with other related duties



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The essential functions of this position include:

- Maintaining a professional front desk environment
- Acting immediately and appropriately to ensure customer satisfaction
- Performing various cleaning and maintenance duties as directed to maintain a clean and safe facility
- Preparing and maintaining reports
- Understanding and enforcing of facility rules, policies and procedures, demonstrating leadership, public relations and decision-making skills
- The individual must be able to represent the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

Experience and Education

Clerical / Recreation Leader IV

- Minimum age at time of hire is 18 years old.
- Ability to work independently and possess energy and enthusiasm.
- Must have one year experience of clerical or customer service experience.
- Must have current certification in American Red Cross Community, CPR, First Aid and AED Training, or within 60 days of hire date.

License and Other Requirements

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.



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To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Benefits

N/A

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.